CM/ECF
CIVIL SUMMONS RETURNED EXECUTED
ATTORNEY TRAINING

Docketing a Summons Returned Executed in a Civil Case

1.   Log in to CM/ECF. Locate the **CM/ECF Main Menu Bar** at the top of the screen. Click on the **Civil** option on the **CM/ECF Main Menu Bar** (see Figure 1).
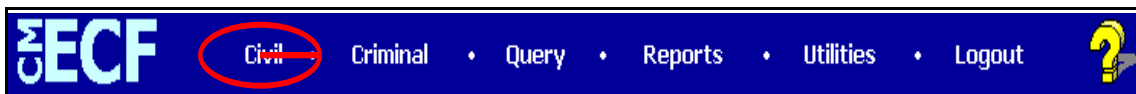

Figure 1 - CM/ECF Main Menu bar

2.   The system will display the **Civil Events** screen. Click on **Service of Process** in the Initial Pleadings and Service section (see Figure 2).

Figure 2 - Civil Events screen

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3.   The system will display the **Service of Process** selection screen (see Figure 3).
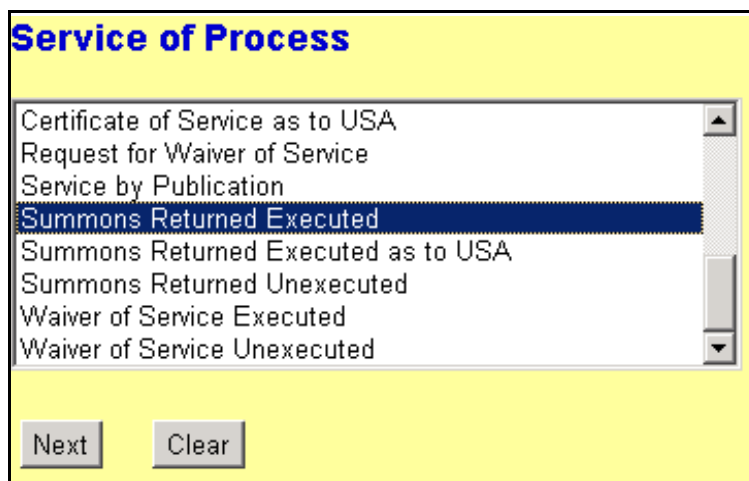

Figure 3 - Service of Process selection screen

    a.   The system will display a list of various types of service of process events.
Click on the down-arrow or scroll down to select **Summons Returned
Executed** from the list. Click on the words **Summons Returned
Executed**. Once the **Summons Returned Executed** event appears
highlighted, click on the **[Next]** button to continue.

        NOTE: If this summons returned executed is as to the USA, a federal
agency, federal office, or a department within the federal government, then
select **Summons Returned Executed as to USA** from the list.

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4.   The system will display the **Case Number** screen. Enter the case number in the
        Case Number box, using one of the formats displayed. For example: **99-12345**,
        1:99-cv-12345, **1-99-cv-12345**, **99cv12345** or **1:99cv12345**. Click the **[Next]**
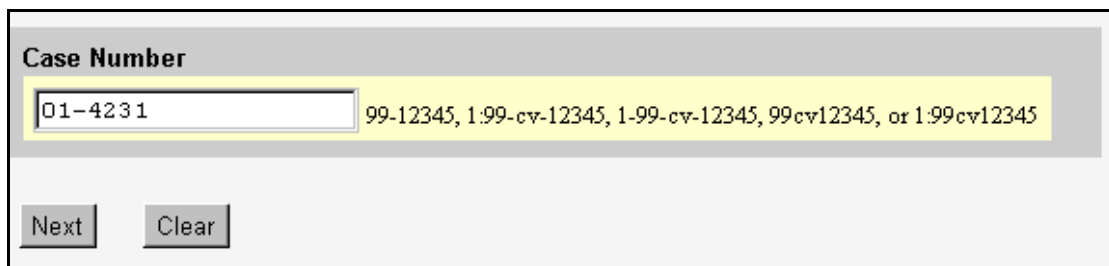   button to continue (see Figure 4).

Case Number

01-4231	99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next   Clear

Figure 4 - Case Number screen

        a.   If the case number entered is **not** a valid case number, the system will
                display the following message:

                1:yy-cv-nnnnn is not a valid case. Please enter a valid value.

                Click the **[Back]** button. The system will return you to the **Case Number**
                screen. Enter a valid case number, using one of the formats outlined in Step
                4.

5.   The system will display the **Case Number Verification** screen (see Figure 5). The
        purpose of the **Case Number Verification** screen is for you to verify the case
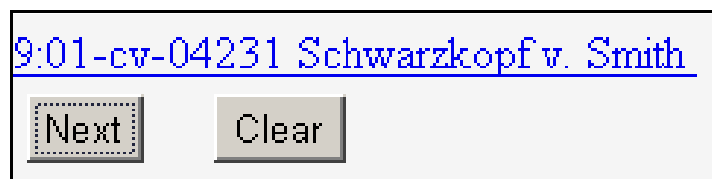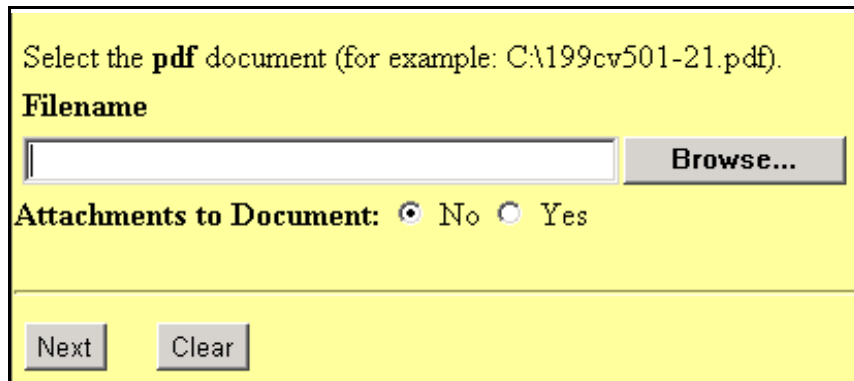   number entered in Step 4.

9:01-cv-04231 Schwarzkopf v. Smith
Next   Clear

Figure 5 - Case Number Verification screen

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      a.   If this is the correct case, click the **[Next]** button.

      b.   If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you return to the **Case Number** screen, repeat Steps 4 and 5.

6.   The system will display the **pdf document** screen. The **pdf document** screen is used to associate a PDF file/document with the docket entry being docketed (see Figure 6).

Figure 6 - PDF Document Screen

      a.   To associate a PDF Document with this docket entry, and if the PDF Document has any attachments, click the **[Browse...]** button and refer to the **Procedures For Uploading a PDF Document and Attaching an Attachment in CM/ECF**. After attaching the PDF Document, click the **[Next]** button to continue.

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7.   The system will display the **Party Selection** screen (see Figure 7).
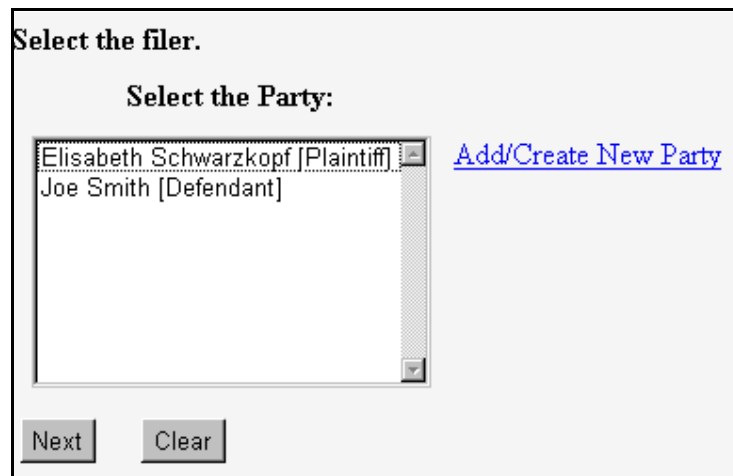

Figure 7 - Party Selection screen

a.   A list of the parties in the case will be displayed for you to select the party(ies) who are filing the summons returned executed form. To select the party(ies) who are filing the summons returned executed form, click on that party's name to highlight it, then click the **[Next]** button.

   NOTE: If more than one party is filing the summons returned executed form, click on the first party to highlight it, find the second party in the list, then hold down the Control **<Ctrl>** key on your keyboard while you click on the second party's name to highlight it. Repeat this process until all of the parties who are filing the summons returned executed form are selected.
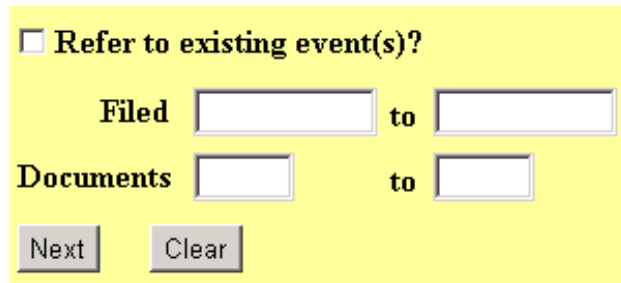
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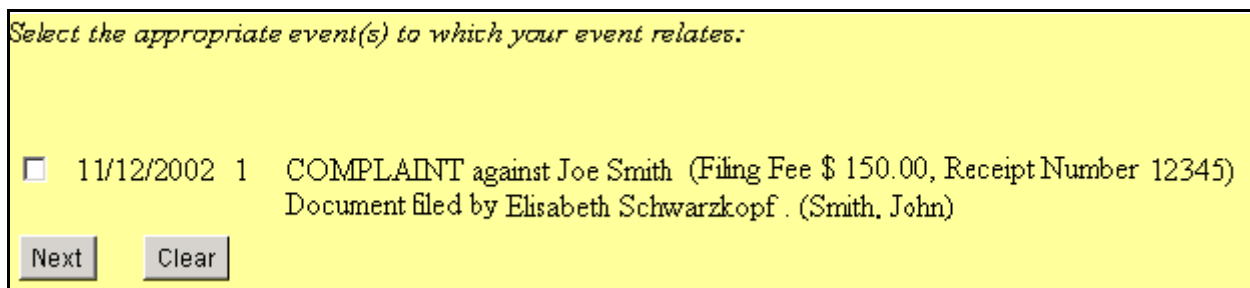### Docketing a Summons Returned Executed in a Civil Case

8.   The system will display the **Refer to existing event(s)?** screen (see Figure 8). The
      Refer to existing event(s)? screen is used to link the document currently being
      docketed to a previously filed document.

Figure 8 - Refer to existing events screen

   a.   If the summons returned executed event refers to an existing document,
         then click in the check box next to the **Refer to existing event(s)?** prompt.
         A check mark should appear in the box. Click the **[Next]** button and
         proceed to Step 9.

   b.   If the summons returned executed event does **not** refer to an existing
         document, then leave the check box blank, click the **[Next]** button and skip
         to Step 10.

9.   The system will display the **Document Selection** screen (see Figure 9).

Figure 9 - Document Selection screen
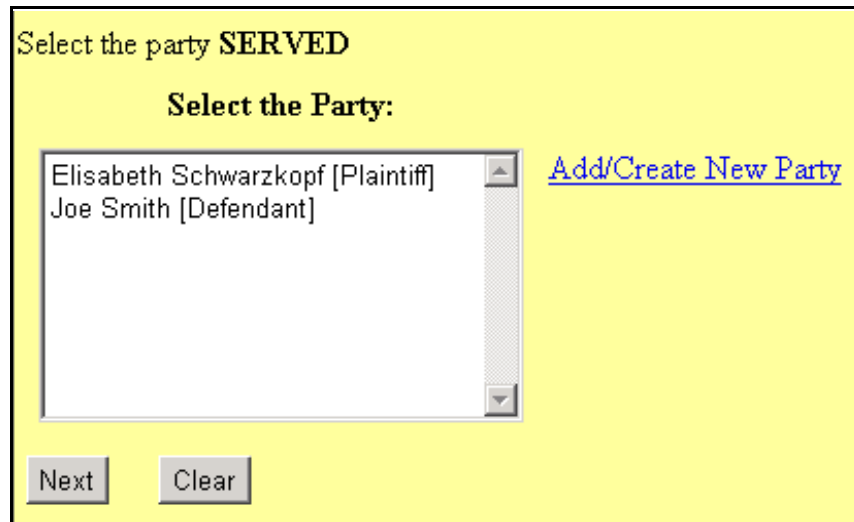
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a. The system will prompt you to *select the appropriate event(s) to which your event relates:*, and a list of all the documents in the case will be displayed. Select the document to which the summons returned executed event relates to. To select a document, click in the check box at the far left of the **Document Selection** screen next to the document, if it has not already been selected. When you have checked the correct document(s), click the **[Next]** button to continue.

NOTE: If the document number of the document is underlined and highlighted in blue, it means that there is a pdf document associated with that document. To view the pdf document associated with that document, click on the document number **nn**. The system will then take you to the **PACER Login** screen. Enter your **PACER Login** and **Password**. View the document. To return to the **Document Selection** screen, log out of PACER.

10. The system will display the **Party Selection** screen again (see Figure 10).

Figure 10 - Party Selection screen for the party SERVED

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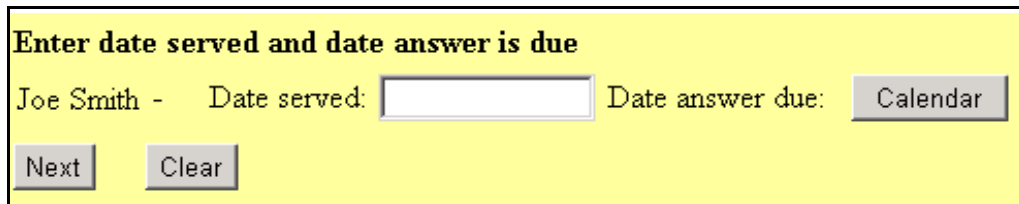# CIVIL SUMMONS RETURNED EXECUTED
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a.   Select the party(ies) whom the document was **SERVED** upon, by clicking on the party's name to highlight it and then click the **[Next]** button.

NOTE: If more then one party is served, then docket an individual summons returned executed for each party served.

11.   The system will display the **Date Served and Answer Due** screen (see Figure 11).

Figure 11 - Date Served and Answer Due screen

a.   Enter the date the defendant was served in the **Date served:** box using the format **mm/dd/yyyy** or **mm/dd/yy**, including the forward slashes. The system will automatically calculate a proposed answer due date as 20 days from the date served. The answer due date will be inserted in the docket text. Click the **[Next]** button to continue.

NOTE: If this summons returned executed is as to the USA, a federal agency, federal office, or a department within the federal government, then return to the **Service of Process** selection screen by clicking the **Back** button of your browser until you reach the **Service of Process** selection screen (see Figure 3 in Step 3). Once you reach the **Service of Process** selection screen, select **Summons Returned Executed as to USA** from the list, and repeat steps 3 through 11. The answer due date for the USA, a federal agency, federal office, or a department within the federal government, is 60 days from the date served.
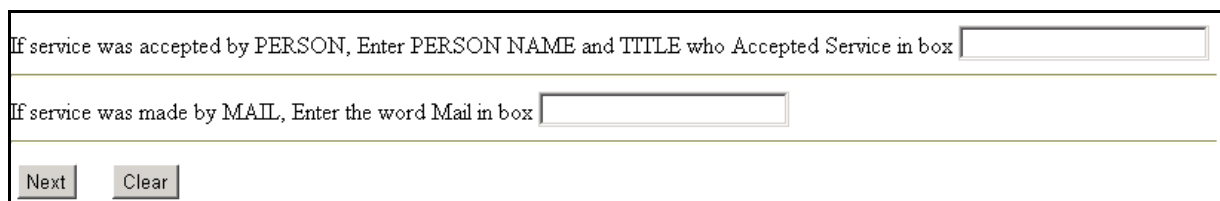
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12. The system will display the **Service accepted by** screen (see Figure 12) and prompt you for the method of service.
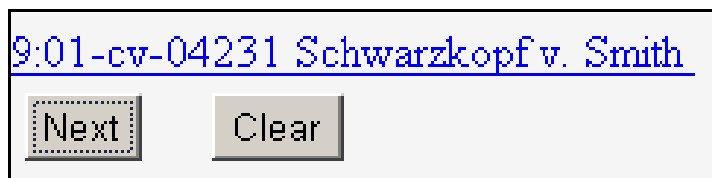

Figure 12 - Service accepted by screen

    a.   If service was accepted by the party to be served, enter the words **personal service** in the box next to the prompt **If service was accepted by PERSON, Enter PERSON NAME and TITLE who Accepted Service**. Leave the second text box blank. Click the **[Next]** button and proceed to Step 13.

    b.   If service was accepted by another person on behalf of the party being served, enter that person's **name and title**, if any, in the box next to the prompt **If service was accepted by PERSON, Enter PERSON NAME and TITLE who Accepted Service**. Leave the second box blank. Click the **[Next]** button and proceed to Step 13.

    c.   If service was made by mail, leave the first text box blank, and enter the word **Mail** in the box next to the prompt **If service was made by MAIL, Enter the word Mail**. Leave the first box blank. Click the **[Next]** button and proceed to Step 13.

13. The system will display the **Case Number Verification** screen again (see Figure 13). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 4.

Figure 13 - Case Number Verification screen

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a.   If this is the correct case, click the **[Next]** button.

b.   If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4 through 13.

14.   The system will display the **Docket Text: Final Text** screen. The docket text from the previous screen will be displayed again. The system will display the following message:

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

NOTE: CHECK THE DOCKET TEXT CAREFULLY HERE. THIS IS THE LAST CHANCE FOR YOU TO GO BACK AND CORRECT ANY ERRORS IN THE TRANSACTION OR TO LEAVE THE TRANSACTION AND START OVER BY CLICKING THE CIVIL OPTION ON THE CM/ECF MAIN MENU BAR.

When you click the **[Next]** button on this screen, you are submitting this transaction to the CM/ECF database. If there is a mistake in the transaction, you will **not** be able to click the **Back** button of your browser to make any corrections.

If you are completely satisfied with the transaction, click the **[Next]** button to complete the docketing of this transaction.

15.   The system will display the **Notice of Electronic Filing** screen (see sample, Figure 15). The **Notice of Electronic Filing** screen is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

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a.   To print a copy of this notice, click the browser **Print** icon.

b.   To save a copy of this receipt, click the **File** option on the browser menu.

NOTE: When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing/docketing of your transaction. You can select a choice from the **CM/ECF Main Menu Bar** at the top of the screen. For example, you can click on **Civil** or **Criminal** to file/docket another transaction.

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Notice of Electronic Filing

The following transaction was received from Leslie LeFord on 10/29/2001 at 2:42 PM CST

Case Name: Schwarzkopf v. Smith
Case Number: 0-01-04231-RB
Document Number: 19

Docket Text:
MOTION to Continue by Joe Smith. (Ledford, Kerry)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:R:/TRAINING/ECF/Docs_PDF/ECFdocs/Motion.PDF
Electronic document Stamp:
[STAMP dcstdStamp_ID=981407491 [Date=10/29/2001] [FileNumber=50855-0]
[3f9f4f49836ae59be00306477b777c2dbc6dc6f8b64b9530ad63962089ccd394dc735
12a16b3c4e11ef754e17e46a53ccdc5d5eb14d5f549179dbc3da4ad03a7]]

0-01-04231-RB Notice will be electronically mailed to:

0-01-04231-RB Notice will not be electronically mailed to:

Dale P. Jones
Jones and Associates
129 Main Street
San Antonio, TX 78209

Leslie LeFord
Courthouse Steps
271 Main Plaza
San Antonio, TX 78201

Figure 15 - Notice of Electronic Filing screen